

READVERTISEMENT

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**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

June 20, 2007

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TITLE:	Administrative Support
POSITION NO:	00467
LOCATION:	Child & Family Services Division, Kalispell
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	9
STARTING SALARY:	\$19,720 annually is entry-level salary
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 5, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must be no more than two years deficient in experience from the minimum qualifications of the position. If a training assignment is offered, the starting pay grade will be grade 8 (salary \$18,123) for the duration of the training assignment, which may last up to the length of the experience deficiency, not to exceed two years.

TYPICAL DUTIES: As the main receptionist, this position greets the public and answers multi-line phone system on a daily basis; keeps track of and orders office supplies/furniture for office as needed; types and composes correspondence; performs routine filing in Child Protective Services (CPS) records; and types court reports, treatment plans, letters, etc as needed.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of office practices and procedures; business English, spelling and arithmetic; policies and procedures, rules

and practices of maintaining CPS and compliance records. Must learn CPS policy as it relates to foster care review and department policy regarding federal funding such as IV-E and IV-A. (Must also be aware of court and legal issues related to foster care review.)

Skills: Skill in the use of a personal computer and word processing programs such as WordPerfect and Word; photocopier; printer; dictation equipment; fax machine; and multi-line phone systems.

Abilities: Ability to deal effectively with the public; to maintain effective working relationships with other employees and other agencies; act with initiative and good judgment; make decisions in accordance with laws, rules and regulations; and to set up/maintain difficult and varied records.

EDUCATION/EXPERIENCE REQUIRED: High school diploma or GED **AND** three years of administrative support experience. Equivalent combinations of education/experience will be evaluated on an individual basis.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later); and
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable

accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.